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Because community college boards of trustees and citizens committees often make the initial decisions about major college policies and building plans, it is important that they become aware of the basic sequence of events which will promote excellent community college libraries. The ten steps involve: (1) provision of funds for the library in the capital funds secured for the new campus, (2) appointment of a capable head librarian, (3) utilization of a well-qualified library consultant, (4) establishment of a code of library policy and procedure, (5) priority to be given for provision of library materials, (6) considering the library to be a materials resource center, (7) long-range budgeting, (8) visits to similar libraries, (9) writing the specifications for the consultant, and (10) establishing cooperative relationships with other libraries. (JB)

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Ten Steps For The Establishment Of The Comprehensive Community College Library

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One of the great achievements in American higher education during the last half century has been the development of community and junior colleges. This achievement can be described as a major effort for a variety of reasons, but one fact stands out. The community junior college is bringing about a revolution in higher education in which opportunity for college experience is being opened for the many as well as the few.

Greater national concern for the social, economic and cultural needs of people have placed the community college in an important position as education, business, government and labor leaders have sought to solve the

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problems of people living and working together in new and dynamic society.

The community junior college is a resource for personal development and individual self-fulfillment. There is no typical age for the community college student. He may be eighteen. He may be fifty-five. There are, of course, many students who fit into the popular concept of the usual college student. But the spread is from the teen-ager to the octogenarian. Many community colleges, like Henry Ford Community College in Dearborn, Michigan, enroll double or more the number of students in the evening program than are in the regular day courses. They provide job re-training and up-grading programs for adults as well as the usual college transfer courses of study. Today there are more than five hundred community junior colleges and more than two hundred private junior colleges operating in this country.

Approximately two hundred junior and community colleges have been established in the last decade alone. Some fifty new community or junior colleges have opened in the fall of 1965 and all projections seem to indicate that there will be at least ninety new junior colleges established this year. Many states have established networks of two-year colleges. There objective - to put college opportunity within commuting distance of all people.

1,176,852 students were enrolled in two-year colleges in the fall of 1965. A twenty per cent increase in this figure is expected for the fall of 1966.

The comprehensive community college library must of necessity face all of the challenges and tasks which the community junior college assumes for its own in this modern complex society. Problems resulting from greater enrollments, repidly changing technology, and evolving insights into more effective ways of teaching and learning, have

a direct bearing on the organization and operation of the community college library. This is true because the library attempts to meet the total needs of the college and in many instances attempts to become a community resource, as well.

The comprehensive college library must be defined in terms of its contribution to the achievement of the complete range of objectives of the institution it serves. The proper function of the community college library is therefore closely related to the aims and objectives of a particular college. It therefore follows that, if the curricula of a given comprehensive community college is broad and inclusive with some parts of the curricula reflecting considerable depth and specialization, the library must have a collection of printed and non-printed material, that is, books, periodicals, films, records, video-tapes, program learning materials and slides, reflecting this breadth and specialization. Further, the library must also have the equipment, the plant, and the personnel to carry out this challenge.

Because comprehensive community college boards of trustees and citizen committees often make the initial decisions about major college policies and building plans, it is important that they become aware of the basic sequence of events which will promote excellent community college libraries. There are ten basic steps as outlined below:

1. funds for library materials, building, equipment, and the initial cost of processing new materials should be provided for in the capital funds being secured for the new campus;
2. the chief administrative officer of the college is advised soon after his own appointment to begin looking for a head librarian capable of establishing a new library that will be ready for service when the college opens its doors;
3. the chief administrative officer of the college should utilize a well-qualified library consultant (a) to assist the new librarian in formulating acquisition and cataloging procedures, (b) to help in the

preliminary planning of the library building, (c) to advise the architect designing the new campus;

4. with the assistance and recommendation of the librarian and consultant, the college administration should establish a code of library policy and procedure which includes:
   a. an outline of the functions, objectives, government, and control of the library division of the college,
   b. the method of appointment and the duties and responsibilities of the librarian and his staff,
   c. a careful delineation of the relationships between the librarian and the administrative officers of the college, the librarian, and the faculty, the librarian and the library committee, and the librarian and the student advisory committee,

d. a detailed policy governing the purchase of library materials, such as books, periodicals, pamphlets, microfilm, audio-visual materials, out-of-print items, and government documents;

5. urgent priority should be given to the task of providing a substantial number of books, reference works, periodicals indexes, and audio-visual materials, before the college opens its doors for the first student;

6. careful consideration should be given to the concept of the library as a total materials resource center serving the instructional program of the campus; the following resources should be furnished:

a. multi-media carrells,

b. listening rooms,

c. teaching machines,

d. graphics studio

e. preview rooms,

f. storage areas for films, records, tapes, slides, transparancies and the machines required to use them;

7. two long-range budgets for the library should be drawn up; one for the period of initial accelerated growth before the college opens, and a second budget for the normal operation of the library after the basic collection has been established, these budgets should include the following catergories:
   a. books and their processing costs,
   b. periodicals,
   c. pamphlets, maps, etc.,
   d. microfilm,
   e. binding,
   f. audio-visual materials,
   g. miscellaneous supplies,
   h. staff (professional, clerical, and student assistants)
8. selected members of the governing board or citizen committee, the administration, the

librarian, the architect, and the library consultant should tour five or six excellent junior college libraries serving a similar curriculum and student body;

9. a "library program" (sometimes called educational specifications) should be written for the new library building in conjunction with the library consultant and the librarian to insure that the library:
   a. is at the center of the campus or at the center of campus student traffic patterns,
   b. can be easily and economically expanded in later years,
   c. is planned to be flexible and functional,
   d. provides adequate and appropriate areas for staff functions,
   e. and has:
      (1) adequate seating and book capacity for future library growth,
      (2) the many kinds of seating, specialized equipment and work surfaces needed for adequate service,

(3) adequate traffic patterns, staff work areas, and electrical, audio-visual outlets;

10. while strong library collections must be established to meet the daily needs of students and faculty, junior college libraries should establish firm cooperative relationships with neighboring university libraries, public libraries, the state library, and spacial libraries so that:

a. they can participate in cooperative programs with neighboring libraries for the development of specialized services and resources,

b. they can participate in the production of regional union lists, centralized cataloging ventures, inter-institutional borrowing arrangements, and joint acquisition agreements for the purchase of expensive materials,

c. they can participate in regional storage centers,

d. so that the library staff can participate in in-service training projects and seminars..